Wiggenhall St Mary Magdalen Parish Council

I hereby give you notice that the Annual Meeting of the above-named Parish Council will be held on

6 May 2021 at 6.30 pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. The meeting will be open to the public unless the Council otherwise direct.

*This will be a ‘virtual meeting’ in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

10 minutes will be allowed during the meeting for members of the public to raise points of concern on agenda items. To attend please use this link

https://us04web.zoom.us/j/78707997272?pwd=a1JMaVkvcjJ1VkdzREtJMmFLN0dxdz0

**Agenda**

1. Elect

a Chairman and receive signed Declaration of Acceptance

b Vice-Chairman and receive signed Declaration of Acceptance

1. Receive apologies for absence
2. Confirm as a correct record the **minutes of the meetings** of the Council held

 8 April 2021. Draft minutes previously circulated

1. Accept **declarations of interest and dispensation requests** on agenda items
2. Agree meeting be adjourned to allow **members of the public** to speak
3. **Matters arising** not covered elsewhere on the agenda (for information only)
4. **Correspondence** (for information only)
5. **Appoint representatives, co-ordinators and working party groups**

a Clean-up team

b Speedwatch team co-ordinator

c SAM2 co-ordinator

d Defibrillator monitoring

e Magdalen Village Hall representative

f Parish Council website administration

1. **Highways**

a Receive reports of highways issues including lighting and public footpaths

1. **Receive** **reports**
2. **Tree Planting**

a Woodland planting – update and decide whether to apply for funding from NCC 1Million rrees for Norfolk project

1. **Railway abutments –** update
2. Badger sett adjacent to **paddocks –** update
3. **Magdalen Village School** – Update on assignment of lease to Unity Education Trust
4. **Planning** - Consider applications received (if any)
5. **Finance**

a Resolve to accept monthly accounts to 30 April 2021

b Decide which Insurance quotation to accept for 2021/2022

c Resolve to pay schedule of payments

d Receive schedule of regular payees as required by Financial Regulations

e Confirm signatories and online access for Parish Council banking – all councillors

f Receive Annual Internal Auditors report for 2020/2021

g Complete, approve and sign Section 1, Annual Governance Statement 2020/2021

h Consider and resolve to approve and sign and date Section 2, Accounting Statement 2020/2021

i Approve Bank Reconciliation, Variances and supporting documents to be sent to external auditor

1. Consider acceptance and storage of **donated historical items.**
2. **Councillors’ concerns and agenda items** for next meeting –*information only*
3. Agree meeting be adjourned for **Public Speaking.**
4. Confirm date of next meeting



 **29 April 2021**